



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-703

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY COUNCIL

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL ACCOUNTING RECORDS</u> Files may contain, but are not limited to the following: Counter Cash Books Delivery Orders, Receipts and Receiving Reports Expense Reports Gasoline Tickets Paid Bills, Vouchers and Invoices Receipt Books and Receipt Copies Requisitions and Purchase Orders Mileage Reports	Retain office copies for (2) two fiscal years, then destroy.
2.	<u>SPECIAL ACCOUNTING RECORDS</u> Audit Reports	Retain permanently, for eventual transfer to Archives.
3.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for (5) five years, then destroy. Retain all other papers for (2) two years, then destroy.
4.	<u>MEETING AND HEARING TAPES</u> Audio tapes of meetings and hearings of the County Council which generally document their proceedings and actions.	Retain for (5) five years then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

11/4/92 Gerald A. Lusk
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

11/30/92 Mrs. J. E. Ke...
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

11/13/92 Deborah Patchak
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

DEC 21 1992 Edward C. Papenfuss
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-703

PAGE NO.

2 of 2

ITEM NO.	DESCRIPTION	RETENTION
5.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for (2) two years after termination, then destroy.
6.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for (1) one year then destroy.
7.	<u>GENERAL OFFICE OF COUNCIL PERSON'S CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
8.	<u>REPORTS AND PUBLICATIONS</u> This file includes all reports and publications issued by a board, commission, committee etc., which result from hearings, meetings, investigations, etc., and document some action or recommendation of the originator.	Retain (1) one copy permanently for eventual transfer to the Archives.
9.	<u>COUNTY COUNCIL BILLS</u> Files contain copies of passed Council Bills and Resolutions. These papers have original signatures on them.	Retain in office permanently. Transfer to the MD State Archives periodically.
10.	<u>COUNTY COUNCIL MEETING FILES</u> -Files contain original material from county council meetings which are pertinent to presented bills and Resolutions. -Files may contain but are not limited to the following: A copy of the Bill, notes, roll call votes, letters of introduction. -General Background information from concerned parties which may include reports, requests, and comments. Note: Some or all of this information may also be contained in office of law, county council files, which are filmed and retained permanently.	Retain for (10) ten years then destroy.

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 10

1. DEPARTMENT/AGENCY
Balto. Co. Council

2. DIVISION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
GENERAL ACCOUNTING RECORDS

5. EARLIEST YEAR/LATEST YEAR
1990 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain office copies of:

Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.

7. RECORDS SERIES FORMAT(S)
☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

1
NUMBER

10. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

1
NUMBER

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Room 202 Old Court House
400 Washington Avenue Towson MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☒ YES ☐ NO (If Yes, Specify Agency or Office)
Some documents duplicated in Purchasing & Finance Offices

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☒ YES ☐ NO
By form name, then chronologically.

18. RECOMMENDED RETENTION
Retain for three years, then destroy.

19. NAME AND TITLE OF PREPARER
Linda Abrovel

20. TELEPHONE NUMBER
887-0311

21. DATE
12/8/92

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 10

1. DEPARTMENT/AGENCY

BALTIMORE COUNTY COUNCIL

2. DIVISION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Special Accounting Records (Audit Reports)

5. EARLIEST YEAR/LATEST YEAR

1990 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Audit Reports

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

.25

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

1

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☐ MONTHLY

☒ Yearly

12. FILE BECOMES INACTIVE AFTER

2

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 202 Old Court House
400 Washington Avenue Towson, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Auditor's Office

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Permanently

9. NAME AND TITLE OF PREPARER

Sandra Strovel

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
THIS RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 10

1. DEPARTMENT/AGENCY

Balto. Co. Council

2. DIVISION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

BUDGET RECORDS

5 EARLIEST YEAR/LATEST YEAR

1990 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Annual Budget Submissions
Monthly Budget printouts
Workpapers

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☒ OTHER (SPECIFY)

FY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

1
NUMBER

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

1
NUMBER

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

1
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 202 Old Court House
400 Washington Avenue Towson MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.

19. NAME AND TITLE OF PREPARER

Linda Strovel

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Balto. Co. Council

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Meeting and Hearing Tapes

1990 to Present

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Audio tapes of meetings and hearings of the County Council which generally
document their proceedings and actions.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☒ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

35 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER SPECIFY

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☐ MONTHLY

☒ Yearly

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

(If yes, specify agency or office)

Room 202 Old Court House
400 Washington Avenue Towson, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain for 5 years then destroy

19. NAME AND TITLE OF PREPARER

Sinda Strovel

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Balto. Co. Council

2. DIVISION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

UNOFFICIAL PERSONNEL FILES

5. EARLIEST YEAR/LATEST YEAR

1990 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.

Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 202 Old Court House
400 Washington Avenue Towson, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Office of Finance - Payroll + Personnel

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

19. NAME AND TITLE OF PREPARER

Linda Strovel

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 6 OF 10

1. DEPARTMENT/AGENCY

Balto. Co. Council

2. DIVISION

All divisions

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

LEAVE AND TIME SHEETS

5 EARLIEST YEAR/LATEST YEAR

1990 / 1992

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☐ MONTHLY

☒ None

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

1
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 202 Old Court House

400 Washington Avenue Towson, Md.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If yes, Specify Agency or Office)

Duplicated in Payroll and Personnel

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES ☐ NO

By Employee last name, then First name.

18. RECOMMENDED RETENTION

Retain for one year, then destroy.

9. NAME AND TITLE OF PREPARER

Linda Strovel

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Baltimore County Council

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

General Office of Council Person's Correspondence

1990 to Present

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.

7. RECORDS SERIES FORM(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Room 202 Old Court House

400 Washington Avenue Towson, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Screen annually and destroy
that material no longer needed
for current business. Directives,

policies & other material related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.

19. NAME AND TITLE OF PREPARER

Linda Strovel

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page 8 of 10

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Baltimore County Council

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Reports and Publications

1989 to Present

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This file includes all reports and publications issued by a board, commission,
committee etc., which result from hearings, meetings, investigations, etc.,
and document some action or recommendation of the originator.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☒ OTHER(SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Room 202 Old Court House

400 Washington Avenue Towson, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain (1) copy permanently for
eventual transfer to the Archives

19. NAME AND TITLE OF PREPARER

Linda Howell

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page 9 of 10

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Baltimore County Council

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

County Council Bills

1990 to Present

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files contain copies of passed Council Bills and Resolutions. These papers
have original signatures on them.

7. RECORDS SERIES FORM(S)

☐ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

2
NUMBER

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

2
NUMBER

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

1
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Room 202 Old County House

400 Washington Avenue Towson, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES

☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Retain in office permanently.

Transfer periodically to the MSA.

19. NAME AND TITLE OF PREPARER

Linda Strovel

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 10 OF 10

1. DEPARTMENT/AGENCY

Balto. Co. Council

2. DIVISION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

County Council Meeting Files

5 EARLIEST YEAR/LATEST YEAR

1989 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

- Files contain original material from County Council meetings which are pertinent to presented bills and Resolutions.
- Files may contain but are not limited to the following: A copy of the bill, notes, roll call votes, letters of introduction.
- General Background information from concerned parties which may include reports, requests, and comments.

NOTE: some or all of this information may also be contained in Office of Law, County Council files, which are filmed and retained permanently.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

3
NUMBER

10. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL (S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

1.5
NUMBER

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 202 Old Court House
400 Washington Avenue Towson, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for ten years then destroy.

9. NAME AND TITLE OF PREPARER

Linda Atsrovel

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92